

# Helpful Tips for Working with the New APR

This document provides a few tips to help you complete your APR. One of the most important steps you can do is use the latest form, available [here](#). If you have not started yet, please download the latest form.

**One of the most common mistakes people have made is not completing all required fields. The form will not upload without all the required fields.**

See below for quick answers and follow the links for more details:

## 1) What version of the form do I have?

Look for a version number/date on the Start Here tab, in cell E16. If it is blank, you have the original. Any version will work. No content changes, but improved functionality usefulness, etc.

## 2) How do I format the APR for printing?

Select the cells you want to print and *set print area* (e.g. from Menu select Page Layout, Print Area then Set Print Area). Adjust your print settings. Consider only printing tables that are useful and relevant for your audience. You can provide electronic versions/links to other tables. Consider pasting the cells into a new document if you want more control for printing. The latest version of the APR is better formatted for printing. [More details here](#).

## 3) How do I adjust formatting and not accidentally lock cells?

Be sure to paste/use destination formatting or paste/text only. Alternatively, adjust the formatting on the document you will be pasting from. Adjusting text wrapping and unlocking cells is especially important. If you need to adjust the formatting after pasting, we suggest you copy the cells into a new empty excel sheet, adjust the formatting, and paste them back in. The newest versions of the APR automatically restores the formatting if you accidentally change it. [More details here](#).

*In the original version of the APR, it is especially important to ensure your cells are not locked before pasting them into the APR. (The versions 2.26.19 and later automatically unlock cells.) [More details here](#).*

## 4) How do I move the program evaluation information from the old Table C to Table D?

You must unmerge the cells on the old form for this to work. We also suggest when you paste, you use destination formatting. See Questions B for more information on formatting. [More details here](#).

## 5) What do I do if I need more rows?

Please contact HCD and ask for the long form. Or if you have already started, send your form to HCD and specify how many additional rows you need for which tables. You can contact [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov).

## 6) Can I make custom adjustments to the form?

No. For the 2018 APR HCD is very excited to allow people to automatically upload their Excel forms into the online system. There will no longer be a need to copy and paste text or manually enter data

into the APR online system. However, to be able to do that, you cannot merge cells, add columns, paste in pictures, etc.

#### **7) How do I see more of the form at one time?**

Adjust the zoom. This can be found in the View menu or in a slide bar at the bottom right of your worksheet.

## **A) How do I format the APR for printing?**

There is no one proper setting, based on the number of rows you have and the paper size you are using, so it might take a little bit of experimentation to get it to look exactly right.

**Consider printing only tables that are relevant to your audience (e.g. Tables B, D and the summary tab) and having a link for the other information.**

Also, feel free to copy any of the spreadsheets to a new excel document if you want to work with them more freely (e.g. no locked cells).

The latest version of the document (2.26.19 and beyond) are better formatted for printing.

Below is more specific advice.

#### **Table A**

1. Select your cells
  - a. Starting in the bottom right corner of your last entry, select all rows going up. We recommend you stop at row 9, to help save paper.
2. Go to Page Layout / Print Area/ Set Print Area
3. Go to Page Layout / Print Area/Print Titles (Sheet option)
  - a. Under Rows to Repeat at Top, type \$9:\$11
  - b. Under Columns to Repeat at Left, type: \$A:\$C (or \$A:\$D if you want to include the project name)
4. Ensure layout is landscape
5. Click Print (Ctrl P)
  - a. We recommend printing on 11x17 or 8.5x14 for Table A
  - b. Set Scaling (bottom left) Depending on how many rows you have and the paper size you are using, you may want to adjust the scaling. Assuming 11x17 or 8.5x14 paper choose fit all columns on one page.

#### **Table A2**

1. Select your cells
  - a. Starting in the bottom right corner of your last entry, select all rows going up. We recommend you stop at row 9, to help save paper.
2. Go to Page Layout / Print Area/ Set Print Area
3. Go to Page Layout / Print Area/Print Titles (Sheet option)
  - a. Under Rows to Repeat at Top, type \$9:\$11

- b. Under Columns to Repeat at Left, type: \$A:\$C (or \$A:\$D if you want to include the project name)
- 4. Ensure layout is landscape
- 5. Click Print (Ctrl P)
  - a. We recommend printing on 11x17 or 8.5x14 for Table A2
  - b. Depending on how many rows you have and the paper size you are using, you may want to adjust the scaling. Assuming 11x17 or 8.5x14 paper
    - i. If you have less than 50 rows, try setting the scaling to fit all rows
    - ii. If you have 100 rows, try setting the scaling to custom, fit 3 wide x 2 tall
    - iii. If you have more rows, divide the number of rows you have by 50 and set number of pages accordingly (i.e. 3 wide x (number of rows / 50))

#### **Table E**

Try printing on letter paper

## B) How do I adjust formatting and not accidentally lock cells?

The APR form is set with formatting that works for the document and we encourage not to override this formatting. To avoid accidentally overriding the formatting, you have several options

1) [Use the latest version of the APR.](#)

2) Use Paste/Match Destination Formatting. On the Home Tab, click the down arrow below *Paste*. One of the options, potentially unlabeled, is use *Match Destination Formatting*. It might look like a clipboard without a pen. Alternatively, you can paste special/values (also called paste/keep text only). Because each version of Excel does this a little differently, it may be good to google exact instructions for your version.

3) Adjust the formatting on your source document before pasting. Be sure to turn on text wrap and turn off cell lock.



### Avoid Locking Cells

In the initial version of the APR, if users pasted from a locked cell, they could lock themselves out. If using the original version, be sure to go to format cells/protection and unclick the locked button. Alternatively, you can paste/use destination formatting and it will avoid this problem. Later versions of the APR have a macro that automatically unlock cells. [To see what version you are using, click here.](#)

Format Cells

Number Alignment Font Border Fill Protection

☒ Locked  
☐ Hidden

Locking cells or hiding formulas has no effect until you protect the worksheet (Review tab, Changes group, Protect Sheet button).

OK Cancel

## C) Pasting from old Table C to new Table D

**Instructions on pasting policies and program from the old APR form to the new one.**

The policies and programs section (Table C) of the old APR form had many cells merged together. Before pasting to the new APR form, these cells must be unmerged.

Instructions

- 1) **Select all cell** – Ctrl A
- 2) **Unmerge cells** – On the Home tab, click the down arrow next to the words Merge & Center (see illustration). Choose the unmerge option.
- 3) **Copy and paste to new form** – It should be clear which columns get moved, but it is helpful, the information is summarized below:

Column on Last Year's Form	Column on This Year's Form
A	A
O	B
AB	C
AG	D

